

BYLAWS  
EMERALD COAST ACADEMIC ADVISING NETWORK (ECAAN)

ARTICLE I  
Name

The name of this organization shall be the Emerald Coast Academic Advising Network. It will also be known as ECAAN.

ARTICLE II  
Object

Section I: Mission

The Emerald Coast Academic Advising Network (ECAAN) is an organization of professionals from colleges and universities concerned with the intellectual, personal, and career or vocational advising needs of students within the Emerald Coast Region of Florida and surrounding areas. ECAAN was founded to foster the personal and professional development of its members by promoting quality academic advising in the region. It is a forum for discussion, debate, and the exchange of ideas regarding academic advising and related areas of higher education.

Section II: Notice of Nondiscrimination

ECAAN does not discriminate on the basis of age, race, creed, gender, sexual orientation, national origin, disability or marital status.

Section III: Definition of Academic Advising

Academic advising is an interactive process in which the advisor assists students in setting and achieving academic, social, and personal goals that are consistent with their interests, values, abilities, degree requirements, and career expectations. Advisors provide a wide range of information to students and may refer them to other appropriate campus resources. Advisors create a supportive environment in which they may challenge students to take responsibility for making appropriate academic and career decisions. Advising is personalized to consider the particular needs of each student.

Section IV: Goals

- A. Support and provide for the professional development of the membership.
- B. Establish a communication network among the members working in institutions of higher education in the Emerald Coast region.
- C. Raise awareness and promote academic advising in the Emerald Coast region.
- D. Establish connections with other professionals and/or professional organizations within NACADA Region 4.
- E. Support the goals and programs of NACADA: The Global Community for Academic Advising.

ARTICLE III  
Membership

Section I: Eligibility

Membership in ECAAN is open to academic advisors, counselors, faculty members, administrators, graduate students, undergraduate students serving as peer advisors, and others whose interests are in the area of academic advising.

## Section II: Admission

An eligible individual shall become a regular member in good standing upon payment of annual ECAAN dues.

## Section III: Rights

All regular members in good standing shall be eligible to attend annual conference board meetings, vote in general member elections and inquiries, hold office, and utilize all the services and benefits provided by ECAAN.

## Section IV: Dues

The Board of Directors shall set dues annually. The membership year is from September 1 through August 31. The Membership Chair will notify members of the need to renew each year. Those whose dues are not paid by September 1 shall automatically be dropped from membership in ECAAN.

# ARTICLE IV Officers

## Section I: Composition

The officers of ECAAN shall be: President, President-Elect, Immediate Past-President, Secretary, Treasurer, and three (3) members-at-large. The President must be a current member of NACADA by the time they take office. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by ECAAN.

## Section II: Nomination Procedure

The Immediate Past-President will be responsible for soliciting nominations and facilitating the election process. An announcement of upcoming elections shall be sent to all ECAAN members prior to the election date. The Membership and Nominating Committee shall accept letters of candidacy from eligible members. Members may submit letters of candidacy on their own behalf or on behalf of other members of ECAAN providing the candidate agrees to serve as an officer if nominated and elected. Nominees do not need to be a member of NACADA to be nominated, but the individual elected as President-Elect will be expected to join NACADA upon transitioning to the role of President.

## Section III: Elections

Officers shall be elected by a majority vote of eligible members.

## Section IV: Terms of office

Officers, with the exception of the President-Elect, shall serve for a term of two years. Terms begin December 1. The President-elect shall be elected every year and serve a total of three years as President-Elect, President, and Immediate Past-President. The Secretary and one (1) member-at-large will be elected in even years; and the Treasurer and two (2) members-at-large will be elected in odd years.

## Section V: Office Holding Limitations

Officers may not be elected to serve more than two consecutive terms in any office.

## Section VI: Removal from Office

Officers may be removed for cause by a two-thirds vote of the Board of Directors or by a

majority vote of ECAAN members by ballot vote. Officers removed by the Board of Directors may, upon protest, have their removal confirmed or disaffirmed by a majority ballot vote of eligible members.

#### Section VII: Interim Officers

In case of vacancy, resignation, or removal of the President, the President-Elect shall serve for the remainder of the term. In case of vacancy, resignation, or removal of any other office, the Board of Directors shall solicit nominations and appoint a new officer to fill the remainder of the term.

### ARTICLE V

#### Duties and Responsibilities of Elected Officers

##### Section I: President

The President shall preside at all meetings of ECAAN and the Board of Directors. The President is generally responsible for overseeing all the ECAAN activities. The President may call special meetings of the Board of Directors and will serve as an ex-officio member of all standing and ad hoc committees. The President is also responsible for appointing ex-officio members to the advisory board as needed.

##### Section II: President-Elect

The President-Elect shall assist the President as requested and shall serve as President in case of the vacancy, resignation, or removal of the President. The President –Elect is responsible for soliciting nominations and running the selection process for annual grants and awards.

##### Section III: Secretary

The Secretary shall keep records of all meetings of ECAAN and the Board of Directors and shall give notice of special and regular meetings to all members. The Secretary shall prepare all correspondence requested by the Board of Directors.

##### Section IV: Treasurer

The Treasurer will have custody of all ECAAN funds and shall maintain such deposits in a federally insured institution approved by the Board of Directors. The Treasurer shall prepare the annual budget, maintain a register accounting for all receipts and disbursements provide year-to-date and annual reports at Board of Directors and annual meetings, and have the books available for audit prior to the annual meeting. The Treasurer is responsible for filling out annual Federal Tax Forms to maintain the Tax Exempt Status. The fiscal year will be from November 1 through October 31. The Treasurer shall keep the official membership roster of ECAAN.

##### Section V: Members-at-Large

Members-at-Large will represent the membership on the Board of Directors. The representatives will also work with the various committees to encourage advisors to participate in the activities and programs of ECAAN. The Members-at-Large serve as the selection committee for the annual grants and awards.

##### Section VI: Past-President

The Past-President will be responsible for soliciting nominations and running the election process for the Board positions each year as well as to serve at the request of the President on committees or task force groups. The Past-President serves on the Annual Conference

Committee.

## ARTICLE VI BOARD OF DIRECTORS

### Section I: Executive Committee Composition

The Executive Committee of the Board of Directors consists of the elected officers of ECAAN including President, President-Elect, Immediate Past -President, Secretary, Treasurer, and the three (3) Members-at-Large.

### Section II: Composition of Board of Directors

Individuals serving on the Board of Directors must be ECAAN members in good standing. No member of the Board of Directors may hold more than one seat on the Board of Directors at one time with the exception of the Chair of the Annual Conference. The Board of Directors shall be comprised of the Executive Committee (elected members with voting rights) and the advisory board, which does not hold voting privileges. Positions on the advisory board are appointed by the President and affirmed by the Executive Committee. The advisory board is comprised of the following positions:

#### A. Membership Chair

The Membership chair shall track the membership process, including but not limited to entering new members into the official list, contacting members about renewals and verifying payment. The position also works closely with the Treasurer and the Communications chair to coordinate efforts.

#### B. Communication Chair

The Communication Chair shall author and distribute the electronic newsletter. The position works closely with the Membership Chair to ensure up to date membership information.

#### C. Annual Conference Chair(s)

The Annual Conference Chair(s) shall oversee the planning and execution of the ECAAN Annual Conference. This position will convene a committee and work closely with the Board of Directors to develop a budget and establish all aspects of the event.

#### D. Chair(s) of any ad hoc ECAAN committees

Should there be a time when the ECAAN Board of Directors and the Membership see the need to construct committees to bring a concentration and awareness within a specialized area in advising, the Chair(s) of said committees, shall hold a position on the Advisory Board. They shall be the liaison between the Board of Directors and the ad hoc committee(s).

### Section III: Board Meetings and Agenda

The President determines the schedule of meetings for the year. The Board of Directors meet in the Fall, Spring, and Summer, in addition to the public meeting at the Annual Conference. Special meetings of the Board of Directors may be called by the President, or by the written request of three members of the Board of Directors.

### Section IV: Duties of the Board of Directors

A: General Duties: The Board of Directors shall manage the affairs of ECAAN between meetings, shall represent ECAAN, shall make recommendations to ECAAN, perform any duties stated in the Bylaws, and shall act as directed by the members of ECAAN.

#### B: Specific Duties

The Board of Directors:

- a. shall be responsible for meetings of ECAAN
- b. shall approve the annual budget
- c. shall prepare and submit an annual report at the annual meeting
- d. must approve all contracts and/or other agreements obligating the organization
- e. may authorize expenditures not included in the annual budget and may authorize variations
- f. in budgeted expenditures as necessary to fulfill ECAAN goals
- g. shall provide for regular audits of the financial records of ECAAN

### ARTICLE VII COMMITTEES

#### Section I: Composition of Committees

The Board of Directors will vote to convene committees when one is nominated by either the membership or the Board itself. The President will appoint the chair of any ad hoc committee(s) annually. ECAAN members may communicate their desire to serve on a committee by contacting the chairperson or any member of the Board of Directors. Committee members shall be selected by the committee chairperson from among those members in good standing with ECAAN indicating interest, subject to approval by the Board of Directors.

### ARTICLE VIII Dissolution

Upon dissolution of the Emerald Coast Academic Advising Network, all assets shall be distributed to NACADA: The Global Community for Academic Advising.

### ARTICLE IX Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern ECAAN in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order ECAAN may adopt.

### ARTICLE X Amendment of Bylaws

Proposed amendments to the bylaws must be submitted in writing to the members a minimum of 30 days prior to being ratified by a majority vote of eligible voting members.

Adopted by the Steering Committee: March 27, 2018